



STATE OF ARIZONA  
Department of Real Estate  
Licensing and Professional Education Division

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Governor

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Commissioner

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**APPLICATION FOR REAL ESTATE INSTRUCTOR APPROVAL**  
**Form No. ED-101**

Complete this form to request approval as a real estate course instructor ("Applicant" or "Instructor"). Supporting documentation is required to substantiate your qualifications. When the Applicant has completed this form, an authorized administrator of the real estate school that will present the course must sign it. A school, licensed or exempt from licensure under A.R.S. 32-2135 and A.A.C. R4-28-404, must present all classes leading to licensure or renewal of licensure.

If the Applicant has been previously approved to teach Arizona real estate courses and has demonstrated qualification to teach the course content, the Applicant may use Expedited Instructor Approval form in lieu of this application. The School must receive approval from the Department before an Instructor may teach a real estate course for pre-licensure or continuing education credit.

**INSTRUCTOR INFORMATION**

Legal Name of Applicant:	
Mailing Address:	
City, State ZIP:	Email (optional):
Telephone:	Facsimile (optional):
Former Name(s)/Nicknames:	Date of Birth:

**Basis for applicant's qualifications as real estate course instructor (A.A.C. R4-28-404 C):**

Note: an Instructor who does not hold an Arizona real estate license or who holds an Arizona real estate salesperson's license must provide additional documentation and justification sufficient to demonstrate a strong real estate background before he or she will be approved to teach any Prelicense Education course.

☐ 1. Bachelor's or advanced degree in an area traditionally associated with real estate, specifically a

Degree in	from	in
Type of Degree	Subject	Name of University
		Year

☐ 2. Award of a generally recognized professional real estate designation **and** have two years of postsecondary education from an accredited institution. Attach additional sheet as necessary.

Circle as many as apply:

CRS	GRI	ABR	Other	Designation	Conferring organization	Date	In good standing?
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Name and City/State of Postsecondary Institution: \_\_\_\_\_

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☐ 3. Experience in real estate **and** a bachelor's (or higher) degree in education **with** a valid teaching certificate issued within the preceding 15 years. Attach a detailed resume to substantiate real estate experience. Identify below the degree earned and where you currently hold a valid teaching certificate. Attach additional sheet as may be necessary.

Type of Degree	Degree in	Subject	from	Name of University	in	Year
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Issuing State and Type/Level of Teaching Certificate: \_\_\_\_\_

☐ 4. Real estate salesperson's license or real estate broker's license **and** employee or former employee of a regulatory agency. Attach additional sheet as may be necessary.

Real Estate Salesperson or Broker (circle one) Issuing State: \_\_\_\_\_ In good standing? Yes / No

Name of Regulatory Agency where employed: \_\_\_\_\_ City/State: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Starting/Ending Dates: \_\_\_\_\_

☐ 5. Distinguished Real Estate Instructor designation by the Real Estate Educators Association **and** credentials in the specific subject. Attach a resume or transcript to demonstrate the credentials in the subject matter.

Date DREI awarded: \_\_\_\_\_ In good standing? Yes / No Subject Matter: \_\_\_\_\_

☐ 6. At least three years real estate or specific subject experience. Attach a detailed resume and copy of license(s), as applicable.

☐ 7. Other education or experience to qualify as an instructor. Attach specific written justification and supporting documentation for consideration.

**Professional Development Experience** List your activities in any national, state or local professional organizations that have contributed to your professional development. Be specific.

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Please indicate the areas in which you feel you have the greatest expertise and in which you have had prior teaching experience. For each of the areas of expertise you check, please include a paragraph describing the basis (experience and/or education) that provides the basis for your expertise. For topics included in each area, consult A.A.C. R4-28-402.

☐ Agency

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☐ Business Brokerage

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☐ Commissioner's Standards

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☐ Contract Law

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☐ Disclosure

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☐ Fair Housing

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☐ REAL ESTATE LEGAL ISSUES

- |   |  |
|---|--|
| <input type="checkbox"/> Environmental Law / Disclosures      | <input type="checkbox"/> Water Law                                   |
| <input type="checkbox"/> RESPA/ Anti-Trust / Settlement       | <input type="checkbox"/> Legal Descriptions/Easements                |
| <input type="checkbox"/> Real Estate Fraud /Misrepresentation | <input type="checkbox"/> Bankruptcy or Tax Law                       |
| <input type="checkbox"/> Lending / Truth-in-Lending           | <input type="checkbox"/> Interstate and/or International Real Estate |
| <input type="checkbox"/> Business structures/ownership        | <input type="checkbox"/> Vacant/Rural Land                           |
| <input type="checkbox"/> Commercial Real Estate               |  |

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☐ GENERAL REAL ESTATE

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|--|--|
| <input type="checkbox"/> Real Estate Finance                       | <input type="checkbox"/> Real Estate-related Technology              |
| <input type="checkbox"/> Appraisal                                 | <input type="checkbox"/> Professional Standards / Ethics             |
| <input type="checkbox"/> History of Development/Land Use           | <input type="checkbox"/> Effective Listing Skills, Sales & Marketing |
| <input type="checkbox"/> Home Inspections / Home Warranties        | <input type="checkbox"/> Residential Construction/Inspection         |
| <input type="checkbox"/> Real Estate Leasing / Property Management |  |

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Other Areas of expertise not listed above & basis for expertise: \_\_\_\_\_

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## QUESTIONNAIRE

☐ Attach a completed (including signature) Original Licensure Questionnaire, Form No. LI-214. Download the form from the Department's Website, [www.azre.gov](http://www.azre.gov). If instructed to do so based upon your answers to that form, provide supporting documents listed in the Document Checklist, form LI-400, also available from the website.

## ATTESTATION

By my signature below, I hereby affirm under penalty of perjury under the laws of the State of Arizona that:

1. I have reviewed the statutory and rule requirements for a Real Estate Instructor. A.R.S. Title 32, Chapter 20, and Title 4, Chapter 28, Arizona Administrative Code.
2. I will provide written notice to the Department a change in my qualifications as required under A.A.C. R4-28-404 and R4-28-301.
3. I will abide by the provisions of the Real Estate Law and certify that at the time of the issuance of license I will be 18 years of age or older.
4. I will issue real estate credit only to students who have attended and/or completed real estate courses for which approval has been issued to the presenting school by the Department, and only for the credit hours and category of credit approved. Improper certification is grounds for suspension or withdrawal (revocation) of school certification and/or instructor approval and may affect other licenses issued to me or issued to companies that I own or over which I exercise control. A.R.S. §§ 32-2135 and 32-2153
5. I am aware that the Commissioner may investigate the actions of the School and any school owner, administrator, director and instructor acting in behalf of the School, and may at any reasonable time examine the books and records of the School used in connection with offering courses for real estate credit. I will allow for and accommodate the Department's representative to audit or monitor any real estate course that has been approved or for which approval is pending.
6. The information and statements I have provided in this application and attachments are true and correct to the best of my knowledge and belief. I understand that any misrepresentation or willful omission in this application or in any attachments hereto may result in suspension or withdrawal (revocation) of my approval at any time.
7. I authorize the Department to contact all persons as it deems necessary to confirm any information contained in this application and do further authorize any person contacted to release such information.

Applicant's Signature:

Date

**SCHOOL INFORMATION**

**The School for which the Instructor will teach is:**

School's Legal or DBA Name:	
Approval Number	Approval Exp. Date:

List the courses this Instructor will teach at this School. If not been approved as of the date of submission of this application, list the course title and insert the word "New" in the space provided for the course number. Attach separate page if more space is needed.

COURSE TITLE (as approved)	ADRE COURSE #	COURSE APPROVAL EXPIRATION DATE

I have reviewed the instructor's qualifications and credentials and to the best of my knowledge and belief, the instructor is qualified to teach the courses specified.

Owner/Administrator Name (Print / Signature):	Date
Approval Number	Approval Exp. Date:

Submit by mail to ADRE, 2910 N 44 St., Ste 140, Phx., AZ 85018 or electronically to  
Education.Applications@azre.gov.

Persons with disabilities who need this document in an alternative format should contact Business Services at 602.468.1414, ext. 101, or [IADA@azre.gov](mailto:IADA@azre.gov) to make their needs known